



CHAIRMAN OLIVER G. GILBERT, III
Miami-Dade County Commissioner For District 1

SUMMER INTERNSHIP STUDENT APPLICATION

- Follow the steps below to apply -

Download the fillable application

Complete application entirely

Attach all required documents

Email completed application to Jephery.Francis@miamidade.gov

Using subject line: *"2023 SYI Application - Your Name"*

The mission of Chairman Oliver G. Gilbert, III's Summer Youth Internship is to establish partnerships with the business community to develop young talent, provide a paid work experience and employment opportunities for young adults in District 1 between the ages of **16 and 23.**

In order to make this initiative a success, we encourage talented and highly motivated individuals to participate in our program. Candidates should possess proficiency in the following areas: communication, time management, teamwork, initiative and be motivated to learn.

Minimum requirements for applicants are:

- **Minimum GPA of 2.5 on 4.0 scale**
- **Unofficial transcript from current enrolled educational institution**
- **Completed Summer Youth Internship application.**
- **Applicants MUST attend two mandatory activities below:**
 - * SYII Orientation: July 6, 2023**
(Bring your resume) Conference Room (2nd Floor) @ the
Stephen P. Clark Building, 111 NW First Street, 8 am – Noon
 - *Closing Ceremony – Monday, August 14, 2023, Location TBD**

Please fill out the attached application and provide the information above to be considered for an internship position by June 19, 2023.

If you have any questions, please contact

Jephery Francis at (305) 474-3011 or Jephery.Francis@miamidade.gov

****The SYII Program is expected to last five weeks from July 10, 2023, through August 11, 2023****

2023 Summer Youth Internship Initiative Application

Name _____
(First) (Middle) (Last)

Street Address _____

(City) (State) (Zip Code)

Date of Birth ____/____/____ Age ____

Are you legally authorized to work in the U.S? _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

Social Media Handle(s): _____

Emergency Contact Name: _____ Emergency Contact Phone: _____

Relationship to candidate: _____

Do you have a valid Driver's License? Yes ____ No ____

Do you have your own transportation? Yes ____ No ____

If no, how will you travel to work? _____

(Please fill out portions that apply to you)

Name of College/University _____

Street Address _____

(City) (State) (Zip Code)

Degree: _____ Major: _____

Beginning Date ____/____/____ Expected Graduation Date ____/____/____

Name of High School _____

Street Address _____

(City) (State) (Zip Code)

Highest Grade Completed _____ **Expected Graduation Date** ____/____/____

Activities/Clubs/Organizations:

Honors/Awards:

Community Service:

Areas of Interest:

Do you have any previous work experience? Yes _____ No _____

If yes, please list work experience (List duties and responsibilities):

Please explain in 300 words or less why you should be considered for the 2023 Summer Youth Internship Initiative.

July 6, 2023, SYII Orientation
Resumé Instructions, Tips, & Sample

Your resumé is your opportunity to highlight the education, skills, and experiences that make you stand out as a top candidate for the SYII. The resumé you submit will be used for acceptance into the program and internship placement. If accepted, your resumé will be used to match you with potential internship sites and will be reviewed by internship supervisors.

Please note: If you are admitted, the SYII Coordinator may want to work with you on resumé edits that will best demonstrate your qualifications for potential internship sites.

INSTRUCTIONS & TIPS

The tips listed below are written with the perspective of over ten years of placing students in internships with top businesses throughout Miami-Dade County. The resumé that you submit should follow these guidelines. A sample resumé is available below, but you do not need to follow the exact formatting.

Order of resumé sections:

1. Contact info
2. Education
3. Professional experience
4. Other Activities

- **One-page typed resumé**
- **Do not include photos or graphics on your resumé**
- **Use action verbs and descriptive language**
- **Avoid first person or narrative format. Use simple fonts with no more than 2-3 font types.**
- **Appropriate email address** for professional use
- **Highlight long-term activities** or those in which you have taken a **leadership** role.
- Be strategic about what you include and their **chronological order**.
- **Proofread** before you submit your resumé be sure you have edited for any typos. **Use your resources** and check with institution's career center, mentors, internship or work contacts, academic advisors, professors, friends, or family for helpful hints and proofreading assistance.

Please Include the following

- Contact information**
- Current email address and phone number**
- Education**
- List high school and all colleges/universities attended and applicable dates, including expected date of graduation**
- Majors and minors**
- Professional experience**
- Past internship, work, or volunteer experience**
- Campus involvement**
- Scholarships, awards, or induction into honor societies**
- Language skills**
- Computer skills**

***** This is only a sample resumé; the exact format does not need to be followed *****

MOLLY E. MAJOR

555 North East Rd. • Frankenfield, MA 12345 • 222.333.444 • molly.elizabeth.major@gmail.com

EDUCATION

State University, Calmwater, MO

May 2019

Bachelor of Arts in Political Science, Minor in Economics

PROFESSIONAL EXPERIENCE

Fight Think Tank – *Associate*

June 2017 – Present

- Responsible for supervising two student interns
- Arranged logistics for briefings with various staff members and government officials
- Coordinated logistics for up to 120 business events in major cities across the country

Jones for Congress Campaign – *Intern*

December 2017 – May 2018

- Served as intern by managing phones, filing mail, and responding to constituents' concerns
- Aided Events/Fundraising Department by conducting research on potential donors

Alternative Spring Break Trip – *Executive Director*

December 2016 – May 2017

- Supervised 12 student staff members
- Organized programming and budget for weeklong program
- Facilitated communication among constituents regarding various concerns

LEADERSHIP EXPERIENCE AND AFFILIATIONS

National Women's Fraternity – *Executive Chapter President*

August 2016 – August 2017

- Managed 35 officers in the implantation
- Assisted over 190-chapter members as a 24 hour emergency contact

VOLUNTEERISM

Court Appointed Special Advocates volunteer

Summer 2017

Habitat for Humanity volunteer

June 2017 – March 2018

Relay for Life volunteer

August 2017

HONORS AND AWARDS

Mortar Boards Honors Society

Smart Kids Scholarship

Dean's Honor Roll